



STATE OF MAINE
DEPARTMENT OF PUBLIC SAFETY
MAINE EMERGENCY MEDICAL SERVICES
152 STATE HOUSE STATION
AUGUSTA, MAINE
04333-0152



JOHN ELIAS BALDACCI
GOVERNOR

MICHAEL P. CANTARA
COMMISSIONER

JAY BRADSHAW
DIRECTOR

BOARD OF EMS MEETING
NOVEMBER 1, 2006
9:30 AM
DECHAMPLAIN CONFERENCE ROOM

MINUTES (FINAL)

Members: Steve Leach, Chair; Wayne Werts, Chair-elect; Bob Ashby, Alan Azzara, Tim Beals, Oden Cassidy, Rebecca Chagrasulis, Joe Conley, Peter DiPietrantonio, Richard Doughty, Ron Jones, Penny Kneeland, Paul Knowlton, Jim McKenney, Bill Montejo, Carol Pillsbury, Roy Woods

Staff: Jay Bradshaw, Dawn Kinney, Scott Smith, Drexell White, Ben Woodard

Attorney General's Office: Laura Yustak Smith, AAG

Regional Coordinators: Donnie Carroll, Steve Corbin, Joanne LeBrun, Bill Zito

Guests: Dan Batsie, Eric Wellman

1. Introductions – Board members and guests identified themselves and were welcomed by the chair.
2. Approval of the October 11, 2006, Board meeting minutes. Jay noted that a couple of corrections had been suggested by Laura Yustak Smith and would be inserted.

MOTION: To accept the minutes of the October 11, 2006, Board meeting as amended. (Doughty: second by Beals). Unanimous.

3. New Business
 - a. Operations Team – Steve Corbin reported that on October 31, the Ops Team met and discussed the PIFT module – with suggestions that will be presented to the Board later in the agenda – received an update on AVOC and MCI training, the extension of the state AED contract, and committee reports.
 - b. Education Committee – Dan Batsie reported that the Education Committee also met on October 31 due to many commitments for what would otherwise be the normal Education Committee meeting day. The primary agenda item was a discussion on program accreditation, which will continue in the coming months.

- i. PIFT – Dan provided details about the discussion at the Ops Team meeting regarding the PIFT module and in particular the issue of having a regional medical director involved in the approval of PIFT instructors. It was the consensus of the Ops Team that since PIFT is an optional continuing education program, that it would be better to have the instructor qualifications quantified rather than have a regional medical director take on what appears to be a regulatory issue.

After discussion on the process and the effective date for the new PIFT module, the following motion was made:

MOTION: To direct the Education Committee to have a final package ready for the December Board meeting. (Beals; second by Werts). Unanimous.

Dan indicated he thought this could be accomplished and that the third, and final, beta training program will be held at the Samoset conference the following week.

- ii. Academic Course Work CEH Policy. Jay reported that although the Board has previously given MEMS staff the authority to develop such policies, the matter of having a policy/procedure in place to award EMS CEHs for academic programs has been both an interest of the Board and part of the EMSSTAR report. This policy provides a mechanism for such EMS CEHs to be awarded by MEMS.

MOTION: To approve the MEMS Academic Course Work CEH Policy as distributed. (Beals; second by Doughty). Unanimous.

- c. Exam Committee – Drexell reported that for the past several months, the Exam Committee has been reviewing options for the paramedic written and practical examinations. The current written exam has not been changed in many years and as a result has security issues, credibility issues, and is not in alignment with the current course curriculum. For these reasons, the Committee requested information from providers of such exams, solicited input from Instructor-Coordination statewide, and obtained a report from the National Registry on the passing rate of Maine candidates.

The Committee's recommendation is to switch to the NREMT paramedic written and practical exams, effective July 1, 2007. I/Cs who responded supported using the NREMT paramedic written and practical exams, and the test results from NREMT showed that Maine's Registry pass rate is consistently above the national average.

The Committee also recommended adopting the Registry's policy that following the initial training course, an individual could sit for the test 3 times. If after the 3rd attempt, the candidate had not passed the exams, a refresher course would be required before another attempt. If the candidate then failed an additional 3 times, it would be necessary to repeat the initial training course before another attempt to pass the test.

The third recommendation is that the Board adopt the National Registry of EMT (NREMT) model for transitioning from paper and pencil tests to Computer Based Testing, to the extent that students, who failed NREMT tests prior to January 1, 2007, would have the opportunity for 3 more opportunities at the written and practical exams

MOTION: To adopt the Exam Committee recommendation regarding using the NREMT paramedic written and practical exams as the Maine EMS exams effective July 1, 2007, and to adopt the recommendations regarding the number of opportunities that candidates have to pass the written exams. (Werts; second by Doughty). Unanimous.

d. Investigation Committee Action Items

MOTION: To ratify the Investigation Committee minutes from the October 19, 2006 meeting. (Ashby; second by Kneeland). Unanimous.

- i. Andrew Higbie – appeal of staff decision to deny license application. Mr. Higbie and Attorney Robert Sandy were present for this agenda item. As requested at the October Board meeting, Mr. Sandy presented a number of documents for the Board's review and consideration. In light of the number of documents pertaining to this matter, all parties agreed that it would be appropriate for the Board to review these materials before the December Board meeting, at which time the Board will take action on Mr. Higbie's appeal.

Laura Yustak Smith reviewed the appeals process and the applicable sections of the Rules that the Board must follow. She also reminded the Board about the importance of not discussing this case with anyone outside of the Board meeting.

MOTION: To authorize Attorney Yustak Smith to work with Attorney Sandy on possible Consent Agreement terms prior to the December meeting. (Woods; second by Azzara) Unanimous.

Laura assured the Board that it would not be bound by any discussions with Attorney Sandy nor any documents that may be drafted as a result of those discussions.

- e. Approval of Trauma Advisory Committee as a Quality Assurance Committee. Jay explained this action would provide the same level of protection as the TAC QA Committee reviews and discusses confidential data from the National Trauma Data Bank.

MOTION: To recognize the Trauma Advisory Committee as a Quality Assurance Committee provided there is a written plan in place for the Committee structure and how the Committee conducts its work. (Azzara; second by Cassidy) Unanimous.

- f. Formation/Mission of Emergency Medical Dispatch (EMD) Committee. Drexell reviewed the request from what has been the EMD Advisory Committee to become a standing committee of the Board. The purpose of this Committee is to have a group that will review issues pertaining to EMD and help with the implementation of EMD and PSAP requirements that become effective 1/1/07. It was noted that while Steve Bunker (ESCB) was listed as a Committee member, he and Drexell should both be identified as staff members to the Committee.

MOTION: To establish the Emergency Medical Dispatch Committee as a standing committee of the Board of EMS, with staff support provided by both EMS and ESCB. (Beals; second by Conley). Unanimous.

- g. Formation/Mission of an EMS Data Committee. Ben requested that the Board formally establish an EMS Data Committee to provide expertise on data collection elements, data

reports, MEMSRR implementation, and serve as a liaison to other Committees, such as Education and QI.

The Board discussed the Committee structure and whether this function could be carried out by an expanded QI Committee as opposed to forming another Committee; however, staff recommendation was that it be a separate committee as the missions are different enough that a merger may compromise the ability of both committees to accomplish their goals.

MOTION: To establish an EMS Data Committee consisting of a representative of: a non-transporting service, a transporting service, an ImageTrend software user, a non-ImageTrend software user, an EMS service chief, and a hospital emergency departments with MEMS providing staff support and using MHIC and ImageTrend as resources. (Doughty; second by Werts). Carried 12/3.

- h. Other – Steve Leach mentioned that the order of future Board agendas will be organized so that new business and old business will be followed by a period for public comment, then staff reports, and lastly investigation items that may require time scheduling or executive session.

4. Staff Reports

a. Maine EMS

- i. Licensing Agent position. Jay reported that there were 14 applications received and that interviews with the 8 top candidates will be scheduled as soon as possible.
- ii. MEMSRR update – Ben reviewed the latest summary report from services submitting run reports via the MEMSRR State Bridge. Work continues to help services convert to MEMSRR, and many have indicated their intention to do so starting January 1, 2007. There will also be a MEMSRR Newsletter sent on a quarterly basis and a session for MEMSRR users at next week's Samoset Conference. Jay added that MEMS will be contracting with ImageTrend to host MEMSRR due to infrastructure problems at DPS and increasing technology costs levied by the Office of Information Technology (OIT).
- iii. Inspection Update – Dawn reported that the demands caused by staffing shortages, the timetable for inspections has fallen behind. Regions 1, 5, 6, and most of 2 have been completed.
- iv. Other.
 - 1. Jay reported that he has been working with the Bureau of Purchases to extend the contract for AEDs another year. Although there are no more grant funds available, this would enable municipal services and regional offices to purchase DefibTech AEDs at a discounted rate through calendar year 2007.
 - 2. MEMS has been allocated \$20,000 from the Bureau of Highway Safety as part of the 2007 Highway Safety Plan. \$10,000 of this will be used to work with Safe Kids Maine to develop, equip, and conduct instructor training for safely transporting children in an ambulance. How best to use the remaining \$10,000 will be discussed at the December Operations Team meeting.
 - 3. MEMS is also likely to receive \$150,000 from a federal Traffic Records grant to help support electronic run reporting (MEMSRR). The details are still being developed.
 - 4. An RFP for EMSC projects has been drafted and is awaiting approval from the Bureau of Purchases.
 - 5. In response to the RFP for the Journal of Maine EMS, the proposals that were received significantly exceeded available funds, and Jay will be working to see

what can be done to continue publishing the Journal; however, it is apparent that the next issue will be significantly delayed.

b. Medical Director Report

- i. In Dr. Diaz's absence, Jay reported that at the October MDPB meeting, Dr. Jonnathan Busko presented the latest version of his Online Medical Control training program. The goal of this program is to have an online resource to educate OMC about the Maine EMS system and the role of OMC in the system. Other items on the October agenda were developing a program for paramedics to administer flu vaccines, and PIPT.

5. Old Business

a. 2007 Legislation.

- i. Jay distributed copies of the draft Department legislation that has been submitted to the Governor's office for consideration. Discussion focused on the wording for "Regional Councils" and "Regional Offices", which caused concern from some about the Board's intention. Board members reaffirmed their intent to continue supporting regional offices, but also to develop better language that more accurately describes the responsibilities of the regional offices. Suggestions were provided on how to better clarify that intent through statute – Jay and Laura will work on incorporating those changes into the document.
- ii. Drexell then reviewed the proposed changes to the sections of the Law pertaining to Emergency Medical Dispatch. Discussion took place on how best to define PSAP requirements regarding EMD and the ability/necessity to require EMD certification for non-PSAPs. Following the discussion, consensus was that the language as drafted is appropriate and should be pursued.

b. Board By-Laws.

Jay distributed and reviewed the proposed Board By-Laws that were drafted by the By Laws Sub-Committee charged with this task. The Board discussed the need to have standing committee structure included as part of the By-Laws, along with the inclusion of the Ethics/Conflict of Interest policy that was previously distributed.

MOTION: To request the By-Laws Sub Committee to review the structure and terms of office for standing committees and include same into the Board By-Laws. (Beals; second by Montejo). Unanimous.

MOTION: To table action on the By-Laws until the standing committee structure and ethics/conflicts of interest policies are completed. (Beals; second by Doughty). Unanimous.

- c. Report from meeting with KVCC on admissions policies. Steve Leach reported that this meeting has been scheduled for December 11. An update will be provided to the Board following that meeting.

6. Other

- a. Steve Leach reminded members that there will be a "Town Meeting" held at the Mid Coast EMS (Samoset) Conference on Friday, November 10 @ 6:15PM. All are invited to attend.
- b. Next meeting will be on Wednesday, December 6, 2006, 9:30 AM – 2:00 PM.

Meeting adjourned at 2:30.